

Appendix A: Chart of Circulation Rules, Fines, Fees and Reimbursement Rates

CIRCULATION RULES						
*Higher limits are for patron convenience at checkout.						
	Material ty	MATERIAL TYPE	LOAN PERIOD	LIMITS	RESERVES	RENEWALS
		Hot Pick Books / Teen Hot Reads	2 weeks	5	No	0
		Regular Books	3 Weeks	150	Yes	2
		New Books	2 Weeks	150	Yes	2
		Regular CD	3 Weeks	50	Yes	2
		New CDs	2 Weeks	20	Yes	2
		TOTAL CDS OF ALL KINDS COMBINED		150		
		Regular PlayAways	3 Weeks	20	Yes	2
		New PlayAways	2 Weeks	20	Yes	2
		TOTAL AUDIO PLAYAWAYS OF ALL KINDS COMBINED		20		
		Hot Picks Videos	1 week	5	No	0
		Fiction Videos Excluding TV Series	1 Week	20	Yes	2
		New Fiction Videos Excluding TV Series	1 Week	20	Yes	2
		Regular Nonfiction Videos	3 Weeks	20	Yes	2
		New Nonfiction Videos	2 Weeks	20	Yes	2
		Regular and New TV Series Videos	2 Weeks	20	Yes	2
		TOTAL VIDEOS OF ALL KINDS COMBINED		100		
		PlayAway Views and LaunchPads	2 Week	5	Yes	2
		Electronic Games	1 Week	5	Yes	2
		Theme Bags	3 Weeks	1	Yes	0
		Back Issues of Magazines	1 Week	50	Yes	2
		eResources - Grayslake cardholders only	varies	Varies	Varies	Varies
		Computing Devices - In-House Use	4 Hours	1	No	1
		Computing Devices - Circulating	2 Weeks	1	Yes	1
		Umbrellas	1 Week	1	No	2
		Book Tote Bags	3 weeks	5	No	2
		Other types of circulating items	2 Weeks	Varies	Yes	1
		ALL MATERIALS COMBINED		150		
OVERDUE FINES PER ITEM				DAILY	HOURLY	MAXIMUM
*New Library of Things items that have overdue fees.						
		Telescopes, Chromebooks, GoPro,- Virtual Reality Kits, Sewing Machines, Job Seeker Kits		\$1.00		\$10.00